

EDGEFIELD COUNTY GOVERNMENT
Tax Assessor

Edgefield County is seeking qualified applicants for position of Tax Assessor. Job requirements include the administering of all County ad valorem tax functions for Edgefield County, including listing and appraising all real property; maintaining continuous records necessary for a reassessment program; examining values for uniformity and equitability; preparing all property appeals; Supervises all personnel and activities of the Tax Assessor's Office, ensuring that appraising and assessing functions are completed in a timely manner and in compliance with local ordinances and state laws and regulations. Exercises considerable tact and courtesy in frequent contact with the general public, property owners and government officials. Clerical accuracy, computer skills, mathematical proficiency, and the ability to communicate courteously and effectively are essential job skills. A valid South Carolina driver's license is required, and the selected candidate must have a Bachelor's Degree in business administration, real estate appraising, or a related field, completion of required appraisal courses and training, and six to nine years of experience in tax assessment, real estate appraisal or collections, with one to two years of supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. **Must possess a Certified General Real Estate Appraiser License.** The salary for this position is \$45,888, or greater depending on qualifications. Edgefield County conducts pre-employment testing for the use of illegal substances, as well as DMV and criminal background checks. This position will remain open until filled by a qualified applicant. Applications may be obtained at the Edgefield Government Building, 124 Courthouse Square, Edgefield, SC or the county website at www.edgefieldcounty.sc.gov

EQUAL OPPORTUNITY EMPLOYER